

Department of Rehabilitation Services Disability Determination Services

JOB OPPORTUNITY

Data Processing Operations Support Specialist 2

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Agency Employees

Location: 309 Wawarme Street, Hartford, CT.

Job Posting No: 32249

Hours: 8:00AM to 4:30PM

Salary: \$40,814.00 - \$53,525.00 – New Hires will start at Step 1

Closing Date: June 5, 2013 to June 11, 2013

EXAMPLES OF DUTIES:

Performs a full range of duties in area of computer operations support such as input and/or output control, tape management or computer operations; operates, maintains and monitors electronic data processing computer equipment and peripheral devices; maintains accurate records, logs, documentation and inventories; analyzes, diagnoses and resolves simple operating, equipment or telecommunications problems; responds to user questions; checks quality and accuracy of jobs according to established policies and procedures; may maintain and control libraries of storage media; may assist in installation and/or set up of computer equipment such as wiring, cabling and connecting terminals and peripheral devices; may mount and dismount tapes and disk packs; may operate and monitor telecommunications equipment; may prepare work for computer processing; may assist in scheduling and monitoring work submitted for computer processing; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of computer operations principles, practices and procedures; knowledge of methods, procedures and techniques for processing computer generated output; knowledge of electronic data processing including storage, retrieval, input and output media; knowledge of computer operations as related to library maintenance and storage; knowledge of procedures for storing and handling of magnetic media used in computer operations; interpersonal skills; oral and written communication skills; skill in performing arithmetical computations; ability to operate and maintain computer equipment and devices; ability to follow schedules and meet timeframes; ability to analyze and diagnose operational problems and take appropriate corrective action; ability to prepare and maintain accurate working files and production records; ability to run, schedule and monitor computer jobs; ability to accurately perform tasks such as coding, sorting, alphabetizing and numeric ordering.

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years' experience in computer operations support as a computer operator, tape librarian or control clerk.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). Current state employees should include their two (2) most recent service ratings. Due to the large number of applications received, we cannot confirm receipt of applications. **Incomplete, blank or late applications will not be considered. No fax copies will be accepted. Please mail your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:**

**Sabrina Betts, Human Resources Specialist
Department of Rehabilitation Services
25 Sigourney Street – 6th Floor
Hartford, CT 06106**

APPLICATIONS MUST BE RECEIVED AND POSTMARKED BY FRIDAY, June 11, 2013 CLOSE OF BUSINESS

The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS).

The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities.